

Cleaner & Support Staff - Job Description

Position: Cleaner

Reports to: Supervisor Cleaner

Supervisee(s): N/A

Liaises with: Facilities Officer & Estate Overseer

Purpose of the position:

Keep buildings in clean and orderly condition. Perform cleaning duties, such as cleaning and mopping floors, washing walls and glass, and removing rubbish.

Main Responsibilities:

- Clean building floors by sweeping, mopping, scrubbing
- Collect and dispose of trash
- Clean restrooms by sweeping, mopping and scrubbing
- Sweep the compound and gutters, and collect & dispose of trash
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks
- Notify Facilities & Estate Officer concerning the need for major repairs or additions to building operating systems
- Request supplies and equipment needed for cleaning and maintenance duties
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as exhibitions, cultural events, meetings etc.
- Clean and polish furniture and fixtures
- Clean windows, doors and other surfaces using soapy water, sponge and/or other cleaners
- Dust furniture, walls, machines, and equipment
- Minor repairs (carpentry, painting, etc) and maintenance

Education and Experience:

- JHSS Certificate
- Previous experience in similar position is key

Key Competencies:

- Able to comply with safety policies and procedures as required
- Attention to detail, accurate and disciplined
- Able to take initiative
- Ability to work shifts including early mornings and nights
- Ability to do minor repairs and maintenance
- Ability to speak and write basic English
- Honest, reliable and punctual

To apply, bring your CV and a cover letter to Alliance Française Accra before **Friday 20th March**

Benefits: Health Insurance, access to provident fund after probation period. Possibility to work extra shifts during cultural events. Normal working hours: Monday-Friday 6am-3pm (1 hour lunch break).